

APPLICATION INFORMATION AND INSTRUCTIONS

FOR

2015/2016

FOR

**HOME TENANT-BASED RENTAL ASSISTANCE PROGRAM
(TBRA)**

**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF HOUSING
BUREAU OF SUPPORTIVE HOUSING**

DECEMBER 2014



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PURPOSE:

The Division of Housing (DOH) has allocated U.S. Housing and Urban Development (HUD) HOME funding in the amount of \$1,098,900 in program funds and \$122,100 (11%) in administrative funds to support the HOME Tenant-Based Rental Assistance (TBRA) Program. Contracts will be awarded for an eighteen month period to provide rental assistance to individuals and families that have incomes at or below 60% of the County Median Income (CMI) and meet other eligibility requirements.

Because the TBRA Program allows local flexibility in many program design areas, DOH will allow individual grantees to develop community-specific programs. Programs must comply with HOME regulations such as tenant occupancy and income requirements, unit and rent standards, and administrative performance. The participating agency is subject to performance indicators, such as participation levels, affirmative outreach efforts and availability of suitable housing. As with all HUD HOME programs, the TBRA program also requires a 25% project match of non-federal funds.

The priority target population for the HOME TBRA funds include homeless individuals with a certifiable disability and homeless families or households at risk of homelessness that have a member with a certifiable disability. Preference will be given to applications serving people who are homeless and have mental illness. Other populations MAY be served if such populations are included as priorities of the local Continuum of Care. This priority must be documented in the local Continuum of Care policies. **Applicants must include in their applications the exact populations they will be serving.** Additional preference should be given to those households that are part of a target population and would benefit from a “Housing First/Rapid Re-housing” model of housing and support services.

According to The National Alliance to End Homelessness, **Housing First** is an approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a Housing First approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. Housing First programs share critical elements:

- There is a focus on helping individuals and families access and sustain rental housing as quickly as possible and the housing is not time-limited (Please note TBRA is time-limited, but the Housing First model can still be used);
- A variety of services are delivered primarily following a housing placement to promote housing stability and individual well-being;
- Such services are time-limited or long-term depending upon individual need; and
- Housing is not contingent on compliance with services – instead, participants must comply with a standard lease agreement and are provided with the services and supports that are necessary to help them do so successfully.

HUD defines Rapid Re-housing as providing housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

As with all HUD HOME programs, the TBRA program also requires a 25% project match of **non-federal** funds. However, in order to receive HOME TBRA funds, the Grantee must commit to providing continued supportive services to the participant households to facilitate success in achieving and maintaining housing stability either directly or through a memorandum of understanding (MOU) with another entity. The value of these services can be used to meet the match requirement.

Such services include case management, mental health services, transportation assistance, life skills training and the like. Participation in services cannot be mandated and non-participation is not a reason for terminating assistance.

If the agency applicant plans to operate a self-sufficiency program, these plans must be explained in detail in this application. This is not an approach that can be decided upon after funding has been received.

In practice, **self-sufficiency programs** generally provide a range of services to participants around issues such as educational achievement (e.g. GED programs), job training, household management, budgeting, and the like. The goal of a self-sufficiency program is to provide participants with the skills needed to improve their socio-economic position including better housing stability.

A grantee may choose to administer a self-sufficiency program which requires the beneficiary to participate as a condition of rental assistance. However, failure to continue in the self-sufficiency program is not a basis for termination. Renewal of assistance may be conditioned on participation in the program.

Before applying or reapplying for funding to provide TBRA in your community, it is imperative that there is a clear understanding of the commitment being made when an application is submitted. Though it is true that flexibility is allowed and encouraged in the provision of the TBRA program, there are basic rules and regulations that must be fully understood before attempting to implement the program.

To help in that understanding, it is suggested that you closely review the ***HOME Investment Partnership Program--Final Rule, which was updated in 2013 and is*** available [here](#). Another helpful document is ***HUD's Building Home Chapter 7, TBRA***, which is Attachment III to this document. There is also useful information on the Department of Administration website, including Income and Fair Market Rents (FMR) http://www.doa.state.wi.us/Documents/DOH/rhd/HOME_Rent_Limits.pdf

Please note that though something may be listed as allowable in the *HUD's Building Home Chapter 7, TBRA*, there are some things that Wisconsin has chosen to not allow. Included in that list would be:

- Security Deposit Only Programs are not an option for this TBRA funding.
- Serving people with gross income of 80% or below the HUD low-income limit. In Wisconsin, this percentage must be below 60%.
- In Wisconsin the maximum length of assistance is 18 months.
- Rents must be below Fair Market Rent and meet Rent Reasonableness Standards.
- In the calculation of household income in Wisconsin, the Part 5 definition of annual (gross) income is used.

The 2013 TBRA Program Manual is a helpful document in understanding the details of the requirements of the program. It is available as attachment IV in the application.

In addition, Attachment II is a brief overview of the TBRA program process.

IMPORTANT DATES:

Applications will be available in December 2014 at <http://www.doa.wi.gov/divisions/housing/tbra/tbra-application>.

Applications must be received at DOH no later *than* **February 20, 2015**. Late applications will not be considered for funding and will be returned to the applicant. Funding awards will be announced in **March, 2015**. Eighteen-month contracts will begin on **April 1, 2015**, with the performance period ending **September 30, 2016**. Successful contracts may be renewable for an additional eighteen-month period.

CONFERENCE CALL:

There will be a conference call held to review the application and to answer questions related to the application. This call will be held within ten days after the release of the application. Please email Donna Wrenn, TBRA Program Coordinator by January 5, 2015 at donna.wrenn@wisconsin.gov to register for this call.

ELIGIBLE APPLICANTS:

Governmental entities and private-not-for profit agencies located in Wisconsin are eligible to apply under this Request for Proposals (RFP) for these funds. In addition, a non-stock, not-for-profit corporation organized under Chapter 181 or a religious society organized under Chapter 187 and housing authorities are eligible. All applicant agencies must be outside of the HOME entitlement areas and be in good standing (no unresolved monitoring findings, no outstanding required reports, no major audit finding, etc.) with the Department of Administration and the Division of Housing. Applicant agencies cannot be listed on the Federal System for Award Management (SAM) debarred contractor list, but must be registered with the SAM system.

Agencies receiving HOME TBRA funds will be subject to a monitoring process conducted by DOH staff once during the contract period.

HOME TBRA funds are not available in entitlement areas that receive HUD HOME funds directly. These entitlement areas include the cities of Eau Claire, Green Bay, Kenosha, La Crosse, Madison, Milwaukee, Racine and the counties of Waukesha/Jefferson/Washington/Ozaukee County Consortia, Milwaukee, Dane and Rock.

DATA COLLECTION:

In order to receive this funding, the agency must participate in the Wisconsin Homeless Management Information System (HMIS), which is administered by the Institute for Community Alliances (ICA). HMIS is utilized to better understand the scope of homelessness in Wisconsin, to improve service delivery to homeless persons, and to evaluate the effectiveness of service interventions. Funded agencies track TBRA beneficiaries and all services provided in HMIS, and must generate monthly reports reflecting levels of services provided. The ICA Website can be found at <http://icalliances.org/wisconsin/data-and-reports/>. Grantees may be required to attend Wisconsin HMIS trainings throughout the contract period.

FUNDING AMOUNTS:

The Division of Housing (DOH) has allocated HOME funding in the amount of \$1,098,900 in program funds and \$122,100 (11%) in administrative funds to support the TBRA Program. The contracts will run for 18 months beginning April 1, 2015.

Between eight and ten agencies are expected to be funded. **Applications serving a multi-county area will be given priority. Grant awards will range from \$40,000 to \$175,000. A maximum grant amount of \$60,000 will be available to agencies covering a single county.**

ELIGIBLE COSTS:

HOME TBRA program funds can be used to pay beneficiary rent payments. It can also be used for security deposits and allowable utility payments only for people that are enrolled in the TBRA program and being provided rental assistance through the TBRA program. Rental payments must meet rent reasonableness standards and be below fair market rents as established by HUD.

The HOME Rule was amended in 2013. This amendment allows for staff or contractor costs associated with TBRA Housing Quality Standards (HQS) inspections and income determinations to be reimbursed as project costs rather than administrative/support costs.

HOME support funds may be used to pay for reasonable planning and administrative expenses associated with operating a TBRA program. Such expenses are subject to the 11 percent allocated to support costs. General management, oversight, and coordination are support costs. They include staff salaries, wages, and other costs related to executing HOME TBRA activities.

INELIGIBLE COSTS:

TBRA cannot be used to:

- Make commitments to specific owners for specific units/projects. Tenants must be free to use the assistance in any eligible unit.
- Pay for a rental unit that is owned by the grantee.
- Assist resident owners of cooperative housing that qualifies as home ownership housing. (However, TBRA may be used by a tenant who is renting from a cooperative unit owner);
- Prevent displacement of, or provide relocation assistance to, tenants as a result of activities other than the HOME Program.
- Provide TBRA to homeless persons for overnight or temporary shelter. The HOME TBRA subsidy must be sufficient to enable the homeless person to rent a transitional or permanent housing unit that meets HQS.

LENGTH OF ASSISTANCE:

Under Wisconsin's TBRA program, assistance can be offered for up to 18 months. Programs can offer less than 18 months by offering either 12 or 15 months. It is important to remember that leases cannot be signed for less than one year unless documentation shows that both the beneficiary and the landlord agreed to less time.

GENERAL APPLICATION INSTRUCTIONS

APPLICANT RESPONSES:

DOH staff will finalize award allocations based on scope of responses and available funds. Applications submitted in reply to this Request for Proposal shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an applicant being eliminated from consideration during the selection process. DOH reserves the right to reject any or all proposals.

All aspects of an application from the successful applicants will become contractual obligations. DOH reserves the right to adjust award amounts based on number of accepted applications and funds requested.

Justifiable modifications may be made in the course of the grant agreement only through prior consultation with, and written approval of the DOH. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

APPLICATION SUBMITTAL:

1. Minimum application amount: \$40,000.00
2. Maximum application amount: \$175,000.00
3. Complete application. A complete application will include:
 - a. The completed and signed application Cover Page;
 - b. The completed and signed Applicant Certifications;
 - c. Complete all questions in as much detail as possible;
 - d. Attach a detailed map of the geographic area to be served;
 - e. Attach letters of support and/or Memorandum of Understanding (MOU) from all agencies you will be coordinating services with (i.e. mental health counselors, alcohol and other drug abuse counselors, job training services, etc.);
4. Number of copies: Three (3) copies are required – an original and two photocopies.
5. Application Deadline: The closing date for the receipt of all applications under this solicitation will be **February 20, 2015**. Applications may be mailed or hand delivered. An application will be accepted and considered received on time if:
 - a. the application is received on or before **February 20, 2015**.

HOME TBRA Application
Department of Administration/Division of Housing
PO Box 7970
Madison, WI 53707-7970

- b. the application is hand-delivered to the address below by **4:00 P.M.**, on **February 20, 2015**.

HOME TBRA Application
Department of Administration/Division of Housing
101 East Wilson Street
5th Floor
Madison, WI 53703

NOTE: All applications that are received after February 20, 2015, will not be reviewed and will be returned to the applicant. No exceptions will be allowed.

6. Supplemental and Clarifying Information: Unless requested by the DOH, no additional information will be accepted from an applicant after the deadline for submittal of application.

ASSISTANCE:

Questions regarding the application should be directed to Donna Wrenn at 608-264-7625 or at Donna.Wrenn@wisconsin.gov.

REVIEW OF APPLICATIONS:

Reviewers will evaluate and score each funding request. The criteria for making awards will include the following:

- Completeness and clarity of application and attachments.
- Agency background and experience working with the described target population.
- Previous successful experience with the provision of TBRA or another rental assistance program.
- Agency budget and ability to provide support staff.
- Program design and administration including outreach and inclusion of beneficiaries, availability of support services, ability to meet the required match, reasonableness of goals and timeline, and the long-term impact of the program.
- Homeless Information Management Systems compliance.
- The organization's overall track record, including past performance, progress made and monitoring results of all DOH-funded grant programs.
- Demographics and documented need for this type of service in your agency's service area.
- Justification in choosing the targeted population. Proof that the population is a priority of the local COC. Priority will be given to agencies serving the following populations:
 - Homeless individuals who have a documentable disability or homeless families that have a family member who has a disability-especially mental illness;
 - Low income individuals who have a disability or families that have a family member with a disability who are at risk of homelessness—especially those with mental illness.
- Proposed service area. Is it a multi-county area or single county?
- Extent of linkages with other housing and supportive services programs.
- Coordination with local Continuum of Care.
- Realistic Goals and Implementation Plan.

AWARD PROCEDURES:

Eligible proposals may be funded in part or in full. An award letter will be sent to all eligible proposals in **March 2015**, followed by a grant agreement. The signed grant agreement must be returned by the grant recipient to the BSH within thirty (30) days of the effective date of the grant agreement.

NOTICE OF NON-APPROVAL AND RIGHTS OF APPLICANT:

Each applicant whose proposal is reviewed by the HOME TBRA Review Committee shall receive written notice of the determination of approval or non-approval of funding for this program.

Each applicant whose project has not been approved for an award shall be given an opportunity to discuss the reasons for non-funding or may write requesting the reasons for the decision. The DOH representative will clarify the reasons for the grant award decision.

Appeal Process:

- The appeal must include the name of the application and a short summary of why the applicant is appealing the decision.
- The appeal must be filed with the Bureau Director within 30 business days of the date of the denial the applicant received notice of the award decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial decision.
- If the Bureau Director denies the appeal, the applicant must file an appeal with the Secretary's Office within 30 days from the date of the letter.
- The Secretary's Office will review the application and will make a final determination.

**APPLICATION
HOME TENANT-BASED RENTAL ASSISTANCE (TBRA)
PROPOSAL FOR 2015-2016**

Legal Name of Agency: _____

Federal Employer ID Number: _____ DUNS Number: _____

Agency Contact: _____

Contact Phone: _____ Contact Fax: _____

Contact E-Mail Address: _____

Mailing Address: _____

Street Address (if different): _____

Please indicate if you are applying to provide TBRA to a single county or a multi-county area. _____

All Counties Served: _____

SUBMITTAL AUTHORIZATION

To be signed by official authorized to commit applicant agency to this agreement on behalf of

_____ (applicant), I submit this application for the HOME TBRA Program.

To the best of my knowledge, all information contained herein is accurate and complete as stated.

Project Funds Requested _____
(See page 14 of application)

Administrative Funds Requested _____ (11% of Requested Project Funds)

Total Funds Requested _____

Signature Title

Printed Name Date

HOME TENANT-BASED RENTAL ASSISTANCE PROGRAM

APPLICANT CERTIFICATIONS

The _____ (agency, county, city, village, town) of _____ submits the following certifications and assurances:

1. The applicant certifies that it has approval to submit this application.
2. The applicant certifies that it will use HOME funds pursuant to Wisconsin's approved consolidated plan and in compliance with all the requirements of 24 CFR Part 92, as amended.
3. The applicant certifies that the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Act of 1970, as amended, has been implemented based on 49 CFR Part 24 regulations and 24 CFR Part 92, as amended.
4. The applicant certifies that its affirmative marketing and nondiscrimination and equal opportunity policies have been adopted and that policies comply with the requirements stated in 24 CFR 92.351.
5. The applicant certifies that its program design emphasizes assistance to low income tenants per program regulations.
6. The applicant certifies that the rental housing will be qualified as affordable based on 24 CFR 92.252.
7. The undersigned certifies, to the best of her or his knowledge and belief, that:
 - a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of any agency of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
 - b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
8. The applicant certifies that it will provide a drug-free work place by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's work place and specifying the actions that will be taken against employees for violation of such prohibition.
 - b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace.
 - (2) The grantee's policy of maintaining a drug-free work place.
 - (3) Any available drug counseling, rehabilitation for employees concerning drug abuse violations occurring in the work place.
 - c) Making it a requirement that each employee to be engaged in the performance of this grant be given a copy of the statement in a) above as required by 24 CFR Part 92.

- d) Notifying the employee in a required statement that as a condition of employment the employee will:
- (1) Abide by the terms of the statement.
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such conviction.
9. The applicant certifies that it will comply with other federal rules; Section 3 of the HUD Act-1968, Executive Orders 11625, 12432 and 12138 (Minority/Women Business Enterprises, Fair Housing Act, 24 CFR 100; Age Discrimination Act-1972, 24 CFR 146, Section 504 Rehabilitation Act of 1973, 24 CFR 8; and Executive Order 11246 (Equal Employment Opportunity), 41 CFR 60.
10. The applicant certifies that it will comply with 24 CFR 92.251 which defines the HOME property standards.
11. The applicant certifies that it will comply with Chapter 16.765(2) of the Wisconsin Statutes as stated below:
- In connection with the performance of work under this Agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by contracting officer setting forth the provisions of the nondiscrimination clause.
12. The applicant certifies that it will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992. Every Section 3 contract or subcontract must include the entire written Section 3 Clause, 24 CFR 135.38.
13. The applicant certifies that it will comply with all Federal requirements set forth under 24 CFR 92, as amended.

I, the Undersigned, do hereby certify that all certifications and assurances stated above will be complied with in a complete and responsible manner.

Signature

Date

Print/Type Name and Title

1) AMOUNT REQUESTED

Application Amount:

Bedroom size	FMR or Rent Reasonableness*	Number of units	Total amount requested	Estimated number of households	Estimated number of people
0 bedroom					
1 bedroom					
2 bedroom					
3 bedroom					
4 bedroom					
TOTAL Rental Assistance					
Estimate the amount required for HQS inspections and income determinations. (See attachment ___ for more details)					
TOTAL**					

*Rent reasonableness is the preferred method of setting rent limits. However, these rents must also be below Fair Market Rent for your area

** This amount will be the total amount requested.

2) AGENCY BACKGROUND:

- Briefly describe the agency's experience in providing housing and services to persons who are homeless or at risk of homelessness.
- Briefly describe the target population and the assistance that will be provided.
- Briefly describe the agency's experience in providing services to persons with special needs, including people with mental illnesses.
- Overall, specifically explain how clients benefitted from your rental assistance programs your agency has offered in the past.

3) SERVICE AREA:

Provide a readable map of the geographic area to be served by this proposal.

4) TARGET POPULATION INFORMATION:

Target Group Status:

- Identify the specific target population(s) to be served by this proposal.
- If serving more than one target population, please estimate the percentage of funds that will be used to serve each target population.
- Using solid statistical information, please fully justify the need for the provision of Tenant Based Rental Assistance (TBRA) for the target population(s). (Indicate the source and date your statistics.)

Example of documenting statistics:

The target population is people who are mentally ill and homeless.

57% of all single individuals spending one night or more at the ABC shelter have been diagnosed with a mental illness. (Source: HMIS Data Reports 2013-2014)

d) Further justify serving your chosen population(s) by addressing the following:

- Are there other agencies in your TBRA service area providing rental assistance for this population?
- Are there other funding sources available to provide rental assistance for this population?
- Where are your proposed beneficiaries residing now?
- Are the people you are proposing to serve on waiting lists for federal housing assistance or other rental assistance? Provide specific numbers and lengths of waiting lists.

5) PROGRAM DESIGN

- a) Describe the geographic area proposed to be covered and indicate how TBRA rental assistance and services will be made available in each area.
- b) Are there any special needs or barriers to housing that exist for the target population? How will these be addressed? Indicate the source(s) of your information.
- c) Briefly describe how your agency will satisfy the 25% match requirement for the funds requested and how will the match be documented? Include letters from agencies that will be providing support services (match) including the applicant agency, indicating the per hour cost of support service offered. (Question 9 will require additional detailed information regarding match and support services)
- d) Please list other funding sources such as FEMA, United Way, fundraising income, etc. that your agency uses to augment the TBRA program. Discuss how these funds are used (i.e. security deposits, moving expenses, etc.)
- e) Describe the program assistance that will be provided, including:
 - Number of households to be assisted
 - Maximum amount of assistance provided to a household. Will security deposits be paid?
 - Duration of assistance to household
 - Minimum household (tenant) contribution; (this amount can be zero for participants that have no income)
 - Describe how the amount of assistance relates to the household income (i.e. 30% of adjusted income, with utilities, flat amount, etc.)
 - Describe the payment process used for providing the assistance
 - Describe the terms/conditions associated with receipt of assistance (i.e. participation in a self-sufficiency program)

6) PROGRAM PROCESS

- a) Describe the outreach steps that will be taken to reach potential applicants.
- b) Describe actions to be taken to ensure inclusion, to the maximum extent possible, of persons in the target population that are not likely to know about the program or be unlikely to apply for assistance.
- c) Describe the application and intake process, including income verification and recertification.
- d) Describe the outreach steps that will be taken to reach affordable rental property owners throughout the service area.

7) HOUSING AFFORDABILITY

Describe the criteria used to determine the affordability of beneficiary housing units, including:

- a) Describe the ratio of monthly housing cost to household income. What rent standard will be established?
- b) How will utility costs be calculated and factored into the affordability calculation?

8) HOME TBRA ADMINISTRATIVE STAFF

- a) Identify staff who will be working with the TBRA Program. Briefly describe the experience they have working with homeless clients and rental placement. Describe staff turnover. If applicable, how has this impacted the program beneficiaries?
- b) Who will be responsible for completing Housing Quality Standards (HQS) inspections at initial move-in and annually during the term of the TBRA assistance? What qualifications does that person have? Is that person HQS certified?
- c) Who will be responsible for completing Lead-Based Paint inspections at initial move-in? What qualifications does that person have? Is that person certified?
- d) Who will be responsible to submit required monthly reports?

9) LONG-TERM IMPACT (provided as match)

- a) Under what conditions will households no longer need TBRA?
- b) What follow-up measures will be available to assist beneficiaries after TBRA assistance ends?
- c) How do you measure success for TBRA clients? Give 3 examples of actual documented successes that three different TBRA beneficiaries have achieved as a result of your agency's TBRA program.
- d) How will you change the administration of your program to insure that beneficiaries have successful outcomes despite lower funding amounts and shorter assistance time?

10) SUPPORTIVE SERVICES

- a) Describe the process for determining the need for supportive services
- b) Who provides the service (complete the following chart):

Service	Provided by:	How many people will receive this service	How is service funded (cannot be with federal funds)	Is MOU Present?
Case Management				
Information and Referral				
Transportation Assistance				
Mental Health Services				
Daily Living Skills				
Education and training				
Employment Services				

Substance Abuse Treatment				
Other (list)				

- c) Describe the range of supportive services provided as well as the frequency and duration of those services. How will the provision of services be tracked?
- d) Describe the process for setting participant goals and objectives.
- e) How will these services be paid for?
- f) List all agencies that will be involved in your TBRA activities. Provide letters of support and/or Memorandum of Understanding (MOU) with this application. Include letters from agencies that will be providing support services, including the applicant agency, indicating the per hour cost of support service offered.

11) COORDINATION WITH LOCAL CONTINUUM OF CARE

- a) How has your agency been involved in the local Continuum of Care?
- b) How will your proposed program fill a need or gap as outlined by your local Continuum of Care?
- c) How will the centralized or coordinated intake system be used to serve TBRA recipients?

12) WISCONSIN HMIS

- a) Briefly describe your agency's experience using Wisconsin HMIS.
- b) Is the agency compliant with data standards?
- c) Do you have HMIS participation notices posted in your office and on your website?

13) GOAL SETTING & IMPLEMENTATION SCHEDULE

Please list at least 3 goals and accompanying objectives associated with the long-term success of program beneficiaries.

Example:

GOAL: At least 55 % of all TBRA beneficiaries will secure permanent housing by the 10th month of program participation

OBJECTIVE 1: Assistance with applications for long-term rental assistance will be offered.

OBJECTIVE 2: Employment and benefits counseling will be offered by partner agency

OBJECTIVE 3: Housing resources including an updated list of available units will be posted weekly.

Provide an implementation schedule by calendar quarter that includes the achievement of goals, objectives, and the number of households to be assisted per quarter.

- 14)** Describe which of the objectives listed below the proposed TBRA program will meet and how that objective will be met. If your program will meet both objectives, please explain how.

- **Availability/Accessibility** applies to activities that make services, infrastructure, public facilities, housing or shelter available or accessible to low and moderate-income persons. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income persons where they live.

- **Affordability** of services applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income persons. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate outcome whenever an activity is lowering the cost, improving the quality or increasing the affordability of a product or service to benefit low- and moderate –income household activities, outputs and outcomes.

Attachment I

Allowable Costs associated with HQS Inspections and Income Determinations

The Home Final Rule was amended in 2013. A change in the Tenant Based Rental Assistance portion allows for the staff or contractor costs associated with Housing Quality Standards (HQS) inspections and income determinations to be charged as project costs rather than administrative costs. The actual staff or contractor costs of the inspection can be used or \$50 per inspection (\$35 for re-inspection) plus mileage reimbursed at the federal rate (currently, 56 cents per mile) or the rate at which your agency reimburses, **whichever is less can be used**.

An average income determination takes approximately 2 hours. Therefore, the actual staff or contractor costs associated with the income determination process or \$50 can be charged, **whichever is less**. In the event that income determination is done outside of the grantees' office, mileage can be reimbursed at the federal rate (currently, 56 cents per mile) or the rate at which your agency reimburses, **whichever is less**.

Attachment II

Summary of Key Processing Steps for TBRA



A. MARKETING AND OUTREACH

- Publicly announce availability of TBRA
- Outreach to prospective applicants

Outreach to Eligible Households:

The Grantee has an obligation to ensure that information about the program reaches the broadest possible range of potentially qualified applicants. To further fair housing objectives, the Grantee should identify those households “least likely to apply” and determine what special outreach activities will ensure that this population is fully informed about the program.

HOME TBRA must be affirmatively marketed to all qualifying members of the target population and/or special needs group identified in the grant application/contract. To ensure that program access is not limited to a particular facility’s or program’s clients, the Grantee’s marketing approach must address:

1. **how** the program will be announced (i.e., identify specific outreach and marketing strategies);
2. **where and for how long** applications will be taken (i.e., at one site or more);
3. **when** applications will be accepted (i.e., daily, during normal working hours or extended hours, for a specific time period, etc.); and
4. **what** method will be used for taking applications (i.e., in person, by mail).

Outreach to Prospective Owners:

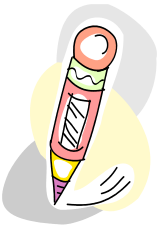
The willingness of owners to participate in the HOME TBRA program significantly affects the options and opportunities available to coupon holders (program beneficiaries). Grantees should conduct outreach to owners of rental property to stimulate their interest in the program. Mailing program notices to owners using tax or Public Housing Authority (PHA) records as sources, and participating in meetings of owner and realtor associations are often effective outreach methods.

Owners may be familiar with the Housing Choice Voucher program as their frame of reference. Grantee staff should be prepared to describe how the HOME TBRA program is similar to, and different from, the Housing Choice Voucher program. Some items for discussion might include:

- | | |
|-------------------------------|---------------------------------|
| ▪ Rent limitations | ▪ Who makes the payment |
| ▪ Who receives rent payment | ▪ Length of the contract |
| ▪ How prompt will payments be | ▪ Lease and eviction provisions |

State and Local Rental Laws:

As an advocate for participating households, the Grantee must have a thorough understanding of state and local rental laws. A copy of *Landlord-Tenant Practices* is available at <http://datcp.wi.gov/uploads/Consumer/pdf/LandlordTenantRelationshipDetails.pdf>



B. APPLICATION

- Accept applications
- Initial Screening
- Place apparently eligible applicants on waiting list
- Notify ineligible applicants

1. All applications must be in writing on an appropriate form. The application includes information that enables the Grantee to determine household income and eligibility.
2. If long waiting lists are anticipated, Grantees may elect to use a short form of the application to accept a preliminary application. Using this method, potentially eligible applicants are placed on the waiting list based upon the preliminary application. Nearer the time that an applicant would be selected from the list, the full application is completed and more current information is used to verify eligibility.
3. Each application received must be reviewed for completeness and eligibility. Grantees may elect to fully determine eligibility at the time the household makes application. However, it is rare that households bring or provide sufficient documentation to confirm eligibility at the time of application. Generally speaking, Grantees will place the names of all applicants who are determined eligible on the waiting list.
4. If an applicant is determined to be ineligible, they must be notified of this in writing. The written notice must identify the reason(s) the household is ineligible and state that the applicant has 10 days from the date of the notice to request an informal review of the decision.
5. A tenant file must be created for each application. When the beneficiary is accepted into the program this file will ultimately contain, at minimum, the application, documentation of the household's eligibility, copies of program forms, unit information (lease/assistance contract, HQS Inspection) correspondence, etc.



C. ELIGIBILITY DETERMINATION

- Select households based upon preferences
- Verify household preferences, composition, & income
- Notify ineligible applicants

Applicants are selected from the waiting list in the order established by the Grantee's Tenant Selection Policy. To determine a household's eligibility, the Grantee must verify:

- The household's **eligibility status**. Eligibility is not always verified at the time of application, but it must be verified before the household receives assistance. If the applicant does not meet the eligibility criteria, the applicant's name is removed from the waiting list. If the applicant is determined ineligible, they must be notified in writing. The notice must identify the reason the applicant is ineligible and offer the opportunity for an informal review of the decision.
- The household's **size and composition**. This enables the Grantee to determine the unit size for which the household qualifies.
- Household **income and adjustments** to income. This enables the Grantee to determine if the household is income eligible, and to calculate the subsidy amount for which the household qualifies.

Verification of the information provided by the household can be accomplished through a variety of sources and documents. Income verification must be done through a third party. Verification is valid for 6 months.



D. COUPON ISSUANCE

- Conduct briefing for coupon holders
- Issue coupon
- Provide assistance to coupon holder during housing search

Issuing Housing Coupon

The issuance of a TBRA Housing Coupon authorizes the household to begin the search for housing. The initial coupon issuance period must be for a minimum of 60 days with the opportunity for up to two 30-day extensions, or one 60-day extension. The coupon period cannot extend past 120 days. The coupon is generally issued in person, during a counseling session with the household, often called the “TBRA Briefing.” It must be documented that the TBRA Briefing was conducted, the date of the briefing, and what was covered during this briefing.

The TBRA Briefing

The purpose of the briefing is to ensure that the household (1) understands its responsibilities, as well as those of the Grantee and the owner; and (2) has sufficient guidance to make an informed choice of housing. The briefing must cover:

- **Roles and responsibilities** of the tenant, owner, and Grantee.
- **Limitations on the rent** the owner may charge (i.e., a description of rent reasonableness), including how utility allowances are used in this determination.
- **Subsidy calculations**, including how the Grantee and tenant shares will be calculated.
- **Security deposit policy**, including how much may be charged, who pays, and who receives any refund.
- **Housing Coupon Issuance Period and Extension Policies**.
- **Guidance on selecting a unit**, including HQS requirements and procedures for submitting the Request for Lease Approval/Rental Unit Information form. Beneficiaries should be counseled against signing any lease until the Grantee has approved the unit.
- **Lead-Based Paint**: HUD’s consolidated lead-based paint regulations contain several important requirements for federal community development programs that fund housing. For more information see HUD’s Office of Healthy Homes and Lead Hazard Control website: <http://www.hud.gov/offices/lead>.
- **Fair housing information**, including any search assistance that may be available, and the process for filing a complaint in the case of discrimination. The Grantee should consider maintaining a list of available properties to assist households in their search. However, if such a list is provided, the Grantee must make it clear that the Coupon Holder is free to choose units other than those on the list.
- **Prohibited Lease Provisions/Lease Addendum** The lease must comply with the requirements in 24 CFR 92.253 (Tenant and Participants Protection). The Lease Addendum must be signed and dated by the tenant and landlord.



E. REQUEST FOR UNIT APPROVAL

- Applicant/owner submit request
- Agency conducts HQS inspection
- Agency determines rent reasonableness
- Agency reviews owner lease

Once the household has located a unit and the owner has agreed to participate, the household and the owner jointly submit the Request for Unit Approval/Rental Unit Information form. This form provides essential information about the property (bedroom size, utility combination, proposed rent, ownership information). The submission of this document triggers the Grantee’s inspection, rent negotiations and review of the owner’s lease.

Housing Quality Inspection: Each unit must be inspected to confirm that it meets Housing Quality Standards (HQS). If the unit initially fails HQS, the owner may be given a reasonable amount of time to correct deficiencies, or the Coupon Holder may elect to look for another unit. A Housing Assistance Contract with an owner must not be executed until

the owner has made all repairs. (An exception may be made for corrections to defective exterior paint during the winter in climates where the weather makes this impossible.) The results of each inspection must be recorded on a HUD HQS inspection form, signed and dated and retained in the participant file.

Rent Determination: HOME TBRA programs must set a payment standard for each available unit size. The payment standard is intended to represent the cost (rent and utilities) in the service area of moderately priced units that meet HQS.

Lease Review: The Grantee must review the owner's lease to assure that it does not include any of the prohibited lease provisions. The Lease Addendum is required for all HOME TBRA-assisted units.

Final Subsidy Calculation: Once the unit has been approved, a final subsidy calculation is required to determine the tenant's share and assistance amount.



F. EXECUTION OF DOCUMENTS

- Home Rental Assistance Contract is signed by Grantee and Owner
- Home Lease Addendum is signed

The Lease Agreement and Lease Addendum are executed by and between the tenant and owner only. The Rental Assistance Contract is executed by and between the owner and Grantee on behalf of the tenant. Each Rental Assistance Contract should begin on the first of the month whenever possible.



G. PAYMENT BEGINS

As with all HOME funds, TBRA funds drawn down from DOH must be expended within 15 days. Draws must be at least monthly to cover rental assistance payments.

Many Grantees include special endorsement language on owner checks in which the owner acknowledges receipt of the funds, certifies that the payments received are correct and commits to return any excess amounts paid.

Grantees must maintain their financial records in such a manner that is easily possible to summarize subsidy amounts provided by household and owner. Grantees may need to report to the Internal Revenue Service annually the amount of rental income paid to owners.